
Maricopa Public Library Circulation Policy

PURPOSE

The Maricopa Public Library, in an effort to establish fair and equal access to Library materials, has developed the following circulation policy for the eligible patrons of the Maricopa Public Library.

ELIGIBILITY AND REGISTRATION

1. Library cards will be issued at no charge to:

- All legal residents of the City of Maricopa and Pinal County.
- All City of Maricopa employees.
- All seasonal visitors residing in Pinal County. Seasonal visitors must provide identification with local contact information.

A library card will be issued for a fee of \$25 to applicants not meeting the above conditions.

2. A photo ID with current physical address will be required to verify address.

A Post Office box will not be accepted for current address, only for mailing purposes.

If ID does not have current physical address or photograph, a second form of ID must be presented for address verification.

Acceptable forms of identification may include:

- State issued driver's license with current address
- State issued ID
- Lease agreement
- Vehicle registration
- Utility bill
- Any legal document with a current address

3. Applicants who are between the ages of four (4) and seventeen (17) must have a parent or legal guardian present at the issuance of a library card. Parents or guardians assume responsibility for lost, stolen, damaged or overdue items on their minor children's cards. Parents or legal guardians whose names are listed in

the patron record may have access to information on a minor's account, regarding items for which they are responsible, after verification of information.

4. Library cards will expire two (2) years from the date of issuance and must be renewed to remain active.
5. Maricopa Public Library cards may be used at any library within the Pinal County Library District. Cardholders from other Pinal County Library District libraries may use their library cards to access Maricopa Public Library services. Patrons may only obtain one card within the Pinal County Library District system. Patrons should be aware that policies and procedures are set by individual libraries and may vary from location to location.

LOAN PERIODS AND LIMITS

1. Patrons may only check out two (2) items (excluding Blu Rays and Video Games) the first time a new card is used. Patrons may borrow up to twenty (20) items, subject to the availability of materials, after their initial items have been returned. These items may be any combination of.
 - A. Twenty (20) print items or audio books
 - B. Four (4) DVDs
 - C. Four (4) CDs
 - D. One (1) video game
 - E. One (1) Blu Ray

The Library Director, or designee, reserves the right to limit the total number of borrowed materials depending upon the needs of the library.

2. The loan period for circulating library materials will be as follows:
 - A. The general print collection and circulating periodicals will have a fourteen (14) day circulation period.
 - B. CDs, audio books, and video games are treated as books with a circulation period of fourteen (14) days.
 - C. DVDs and Blu Rays will be circulated for a period of seven (7) days.
3. The Library Director, or designee, reserves the right to modify the loan period depending upon the needs of the library.
4. Non-Circulating materials may be used by the general public, but only within the confines of the library. These materials include:
 - A. Reference books
 - B. Current issues of periodicals
 - C. Newspapers

OVERDUE FEES

1. It is the patron's responsibility to ensure borrowed library items are returned on or before the due date. Library materials that are returned after the due date will be subject to overdue fees which will be placed on the borrowing patron's account. Overdue fees are as follows:
 - A. \$1.00 a day for DVDs, Blu Rays, and Video Games
 - B. \$0.10 a day for books, audio books, periodicals, and CDs
2. Overdue fees are capped at \$5.00 per item.

RENEWALS

1. Circulating materials may be renewed once, with the following exceptions.
 - A. Video games, DVDs and Blu Rays may not be renewed.
 - B. Materials on reserve for another patron cannot be renewed.
2. Patrons may renew materials in person at the circulation desk, by telephone during business hours, or by accessing the "Patron Account" feature on the library's online catalog. Library users who wish to renew by phone or via the online catalog are advised to do so in advance of the due date in case their items cannot be renewed.

RESERVES

1. Patrons may request that circulating materials held by the library but not immediately available be put on hold when they are again available for circulation. Requests will be filled in the order in which they were made. The patron will have five (5) days subsequent to notification of availability to check out the item. Once the 5 day period has elapsed, the items will be returned to circulation.
2. Patrons are permitted to place five (5) Pinal County items on reserve at a time as well as five (5) out of county Inter Library Loan items. Patrons are not permitted to reserve Blue Rays, reference materials, or Video Games.

Note: All libraries in Pinal County have their own rules regarding what materials they are willing to loan. If patrons are having an issue placing an item on hold, they are instructed to contact the circulation desk.

LOST AND DAMAGED MATERIALS

1. Lost materials or materials so damaged that they can no longer be circulated, will be paid for by the responsible borrower at the replacement cost plus a \$2.00 handling charge. Charges will be assessed for materials that are returned partially damaged on a case-by-case basis. All cost evaluations will be determined by the library staff, for either partial or complete damage of library materials.
2. An exact copy of a lost or damaged item that is in new condition may be accepted as a replacement. Replacements for lost or damaged audiovisual materials must be in a sealed original container.
3. Patrons will be charged \$1.00 for items that are returned with missing barcodes or missing kit bags. Patrons will be charged \$5.00 for DVD or Blu Rays that are returned without cases and/or cover art.

DENIAL OF BORROWING PRIVILEGES

1. Patrons must have their library card present to use library services, to check out library materials, and to use the computers. Library privileges are not transferable and patrons are prohibited from lending their library privileges to other individuals. This ensures library confidentiality and expedites service.
2. Patrons are allowed one (1) courtesy checkout without their library card in hand, as long as they have photo ID that matches their patron account. A note is then put in their patron account to indicate they have used their courtesy check-out and they will be required to have their library card with them on all subsequent check-outs or purchase a replacement card for \$1.00.
3. Patrons have borrowing privileges and access to library services with up to \$3.00 in fines and/or fees. Above \$3.00 in fines and/or fees, patrons have no borrowing privileges or access to library services including computer use until fines and/or fees are paid. Fines and/or fees due to other Pinal County Library District libraries cannot be paid at the Maricopa Public Library.
4. Patrons with overdue materials or missing parts of returned materials such as missing discs or instruction booklets may not check out additional materials until all overdue materials and missing parts are returned to the library or renewed.
5. Patrons not in good standing with any library within the Pinal County Library District may find their privileges suspended until the issue has been resolved.
6. The Library Director, or designee, may grant borrowing privileges if they determine that extenuating circumstances so warrant.

VII. RESPONSIBILITY

1. The Maricopa Public Library is not responsible for lost, stolen or damaged borrower's cards.
2. Library users who have lost their Maricopa Public Library card may apply for a new card by showing valid identification and paying a non-refundable replacement charge of \$1.00. If they later find their first card, it must be destroyed or returned to the library for disposal.
3. Stolen cards should be reported immediately; library users are responsible for all materials checked out on their card up to the time that they report the card as lost.
4. If library users allow others to check-out materials on their card, those materials are still the responsibility of the card owner. Patrons are advised to remember that library privileges are not transferable and patrons are prohibited from lending their library privileges to other individuals.
5. It is the library cardholder's responsibility to keep the library informed of their current mailing address, email address, telephone number and any other updated information. The library is not responsible for any fines or penalties the patron may be assessed due to the lack of current contact information.
6. While our collection has thousands of items families want, like and need; it also may have materials that some parents may find inappropriate for their children. Decisions about what materials are suitable for children are left to the children's parents or guardians. It is the right and responsibility of parents to guide their own family's library use while allowing other parents to do the same. Parents should discuss rules regarding library use with their children.